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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 26TH SEPTEMBER 2018 AT HILTON VILLAGE HALL
COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)

Cllr Hudson, Cllr Smith, Cllr Darlington, Cllr Cuddington, Cllr Johnson Beale and Cllr Campion

2 District Council Representatives, 1 County Council Representative and 11 Members of the Public attended the meeting.

AGENDA

1. Minute Number 2772/18 - To receive apologies for absence

There were no apologies for absence.

2. Minute Number 2773/18 - Variation of the Order of Business

There were no Variations of the Order of Business.

3. Minute Number 2774/18 - Declaration of Members' Interests.

Resolved: Cllr Campion and Cllr Johnson-Beale declared a Personal Interest in Finance, cheque number 003343 for the PTFA Plant Sale.

4. Minute Number 2775/18 - Public Speaking.

Minute Number 2775/18/A – Public Speaking

After taking advice the Chair read out the following statement, which would be added to the Parish Council website:

Staff Matters:

On several occasions in recent months residents have asked Councillors questions about Hilton Parish Councils employee's contracts of employment, terms and conditions, job descriptions, working hours and job titles. Despite the answers already being given and following the receipt of Q&A sheets at Forums and Coffee Mornings being put on the Council website and available at Parish Council meetings.

Hilton Parish Council would like to make it clear that any staff matters are solely between the Council and its employees, all information is strictly private and

confidential and covered under the General Data Protection Regulations therefore, any such matters will not be discussed with residents. What staff do outside of their working hours is their business and is of no concern to Hilton Parish Council as long as it does not impact on their contracted working hours or their daily tasks.

Admin Assistant/Assistant Clerk:

In 2008 the Parish Council employed a Booking Clerk to help the Parish Clerk. However, when the Clerk moved to the new office that support was lost and it has been a struggle to pull in that extra work ever since. The Clerk has also had an increase in work load for example:

- The Council has taken on additional services over the years, both as a result of the devolution of services from the Principal Authorities and from the new powers available under the Localism Act
- GDPR
- Real Time PAYE
- Staff pensions
- Management of more staff
- Management of more land
- Extra work from Meetings/committees, coffee mornings and forums to name but a few.

The increase in Clerks work and hours is by no way unique to Hilton. The Society of Local Council Clerks have completed a comprehensive survey of 1,125 Member Clerks hours around the Country 61.60% of Clerks surveyed have stated that the additional hours are as a direct result of growth of workload.

The Parish Council took the decision in February 2018 to take on an Assistant Clerk. This was to provide support to the Clerk with her workload on a temporary basis for 6 months with a possibility of becoming permanent. The Council has a duty of care to consider the wellbeing of the Clerk and due to this took the decision to make the position permanent in July 2018. The position has been funded by money already allocated within the Councils budget for unexpected expenditure and therefore will have no overall effect on the 2018/2019 projected accounts.

Booking Appointments with the Parish Clerk:

This system is in place to make sure our staff are safe at work and more importantly so that they can efficiently manage their workload. Appointments can be booked on Monday, Wednesday or Friday between 9am and 2.30pm, except when the Clerk is on Annual Leave. This is consistent and also applies to Hilton Parish Councillors as per our Standing Orders.

If you do not book an appointment prior to visiting the Clerk, the Clerk may not be available to see you. However, this will not stop the Clerk speaking to residents, taking phone calls, answering e-mails or taking bookings as is the normal practice today.

Hilton Parish Councillor Resignations:

Residents have their own reasons for becoming a Councillor on the Parish Council. That is a decision they make, as it is when it comes to resigning and is their own personal business. That information is strictly private and confidential and covered

under the General Data Protection Regulations therefore, any such matters will not be discussed with residents.

Parish Council Van:

When the Parish Council took the decision that a Van was required for the staff to use, it looked at both leasing and purchasing a van and compared many different suppliers.

Purchasing a van was not deemed best value due to depreciation and repair costs so the Parish Council agreed to lease a van on a 3-year contract. The Parish Council compared many suppliers and Toyota was deemed by far the most competitive. The current lease does not expire until the start of 2020; therefore, the Parish Council are tied into a contract until then and will not relook at this position until near the expiration date.

The van is of real benefit to the staff and allows them to do more work around the village and to go out of the village to collect supplies as required. It is used to empty the litter bins, to take heavy equipment to sites to complete maintenance for example mowers, strimmer's, hedge cutters etc.

Hilton Parish Council would like to make it clear that these questions have been answered on more than one occasion and in future will only be discussed at the appropriate times, such as the renewal of the Van lease or the annual finance meeting. This statement will be put on the Parish Council website and made available to any resident who cannot access it there. Any residents who revisit these questions in any platform (i.e. public speaking, forums, etc.) will be referred to this statement.

Members of the Public raised the following matters:

- Drains along Main Street and Uttoxeter Road need to be cleared of debris, soil and grass. Cllr Patten to report this to DCC.
- Residents opposite the new Village Clock are leaving their bins out on the pavement permanently. Cllr Patten to report this to the Neighbourhood Warden.
- The St Benedicks bus parks by the bus stop on Derby Road opposite Talbot Turf for about 10 minutes every day, it does not pick up passengers, causing an obstruction. The service bus then comes along and has to park past it. There is also a tree in the same vicinity that overhangs the road and lorries and busses hit it every day. The tree is on the grass verge. Cllr Patten to report this to DCC.
- Community Engagement was started 12 months ago and was slowly getting better. The statement read out at the start of the meeting has put this back by 12 months, maybe the Council have not changed at all.
- Is there any point turning up to Forums?
- The Council needs to ask why residents keep asking the same questions.
- At the last Forum only 3 members of the public turned up, this should be a platform for all residents.
- The Council have in 3 minutes destroyed the work done in the last 12 months with the statement. The resident's points were taken on board, a reply was given that the Council had a duty of care to look after their employees when they were receiving some pretty derogatory questions/queries about staff

members, the Council is required to seek advice on how to deal with this. There are vacancies on the Council if any member of the public wishes to join.

- Hilton Parish Council should be listening to what residents say. A reply was given that the voices of the residents are being listened to, but stressed residents are not entitled to private and confidential, data protected information about staff members.
- The Statement is defensive and disrespectful the Council needs to communicate with the entire village. The Council cannot put this on the website and tell residents that they cannot or will not answer the questions. A reply was given that how the questions are being asked about staff are becoming personal and will not be answered.
- At the last Coffee Morning a resident asked why there was a need for a Clerks Assistant when the Clerk is employed for 40 hours a week and other Councils in the surrounding area only have a Clerk for 15 to 20 hours per week.
- Why is asking a question about the Clerk out of Order.
- At the last Coffee Morning a Councillor accused a resident of being on a witch hunt.
- The Council should read their Engagement Policy again or throw it in the bin
- Cllr Cuddington should be put up for Councillor of the Year for his work on the Neighbourhood Plan.
- Thank you to the Parish Council for obtaining the responses to the questionnaire and advertising the prize money on Facebook.

Minute Number 2775/18/B – Police Representatives Report

There were no Police Representatives at the meeting and there was nothing to report.

Minute Number 2775/18/C – District Council Representatives Report

Cllr Billings was present at the meeting and gave his report as follows:

- Amy Plenderleith has resigned as a District Council Ward Member to Hilton. Amy has represented Hilton since 2007 and has done a fantastic job. Cllr Patten and I would like to thank her for all her hard work.
- What happens next with the Casual Vacancy, this has been advertised on the SDDC website dated from 28.08.2018. Anyone can ask for an election to be called to fill the position, if nobody requests this, the vacancy will remain vacant till the election in May 2019.
- The next Area Forum will be held on 09.10.2018 at Sutton on the Hill Village Hall
- SDDC have put out a press release with regards to the Main Street Recycling Centre and the Tetra Pack Bin. The Contractors have been unable to empty this due to contamination of cardboard etc. If people do not use this properly they will lose it. There had also been an incident of fly tipping at the Main Street Recycling Centre earlier this week.
- With regards to the Persimmon issue and the green space on Egginton road, I secured a site visit last week regarding the planting and quality of work to cut the vegetation back. Persimmon are now going to approach SDDC to try and

start the process for getting this land transferred for adoption. They have assured me they are going to start this process soon.

Minute Number 2775/18/D – County Council Representatives Report

Cllr Patten was present at the meeting and gave her report as follows:

- There will be a report going to the Highways Cabinet, date yet to be confirmed, with regards to the Main Street Road Hump saga. DCC will look at the bigger picture with regards to signage on Main Street etc. I would also like the main points from Cllr Cuddington regarding the Traffic Survey if possible ready for the Cabinet Meeting, which would be held in November at some point. Cllr Cuddington replied that he still required a question to be answered by County before this could be completed. He hoped that he could then present this to the NDPG at their October Meeting. The Public Meeting to discuss Main Street was then raised. Cllr Patten replied that County needed to look at this first, then a Public Meeting could be arranged.
- Academisation of the Hilton Primary School is due to happen on 01.10.2018
- I have attended The Mease Management Committee Meeting AGM, they were disappointed that there was nobody there on behalf of the Parish Council. Bookings for The Mease are up and the finances are good too. One issue that the Committee has is they are trying to obtain a third quote for the refurbishment of the car park. St Modwen's have now been asked to quote.
- The Mease Committee are holding a Macmillan event on Saturday, there will be cake and coffee if anyone would like to support this they are more than welcome to attend.
- A resident has now come forward to pin point where the asbestos sheets are in the brook. Officers will now be re-sent out to clean this up.
- It mentions in the last minutes about flood doors for residents by Hilton Brook. Most people that wanted them on Uttoxeter Road already have them.

5. Minute Number 2776/18 - Chairpersons Report

The Chair gave his report as follows:

- The Village Clock has been installed and looks fantastic, there are still one or two issues with regards to the reconnection but this is being dealt with. The Council may look at having an opening ceremony.
- Last month we held both an Engagement Committee Meeting and Planning and Highways Committee Meeting. This is a really good thing and shows how we are moving forward.
- The Mease Pavilion are holding a Macmillan Coffee Morning everyone is welcome.
- I would like to thank Amy Plenderleith for all her hard work and support that she has given over the year since 2007, it has been very much appreciated and the whole Council support this.

6. Minute Number 2777/18 - To confirm the minutes of the Hilton Parish Council Meeting held on 25th July 2018.

The Clerk reported that prior to the Council's approval of the minute's clarification/ratification was required on the following matters:

- a) Clarification/Ratification of which Councillors will sit on the Engagement Committee – minute ref 2261/18/B

The Clerk explained ratification was required because the resolution to ask Cllr Campion if she wished to join as she was on annual leave at the Parish Council Meeting held on 25.07.2017 had been missed off.

The Clerk explained that Cllr Cuddington had joined the Committee at their meeting on 05.09.2018 but this had not been on the agenda.

Resolved: Hilton Parish Council ratified that Cllr Hudson, Cllr Johnson-Beale, Cllr Darlington, Cllr Campion and Cllr Cuddington would sit on the Engagement Committee.

- b) Clarification/Ratification that any Councillor wishing to join a Parish Council Committee must inform the Clerk for it to be added to the appropriate agenda – minute ref 2261/18/B

Resolved: Hilton Parish Council agreed that due process was required to be followed and any Councillor wishing to join a Parish Council Committee should contact the Clerk for it to be added to the appropriate agenda.

- c) Clarification/ratification that the mobile phone for the Councillors is a donated phone which will have a pay as you go sim card and will be shared around the Councillors on a month by month basis – minute ref 2269/18

Resolved: Hilton Parish Council confirmed that a donated mobile phone with a pay as you go sim card would be shared on a month by month basis by the Councillors, this was so that residents could contact a Councillor directly if they wished rather than contacting the Clerk.

Resolved: The Minutes of the Hilton Parish Council Meeting held on Wednesday 25th July 2018, were approved and signed as a true record with the above 3 clarifications/ratifications.

7. Minute Number 2778/2018 - Cllr Cuddington to make apology to the Clerk

Cllr Cuddington said that he had written a statement and would give a copy to the Clerk so that there was no dispute, he said that he would stand up to give the statement and would address the audience. He then read out the following statement:

I have been asked by the Clerk to apologise for my behaviour at the Engagement Committee meeting on the 5 September.

It is never my intention to deliberately upset anyone in my role as a Parish Councillor. When doing what I believe to be right, I can get cross and even passionate about issues, as Margaret will attest, and certainly will argue my case robustly, as I did at the Engagement Committee.

I unreservedly apologise for any distress I have caused to the Clerk or anyone else present at the meeting.

It is unlikely that we will all agree all of the time and therefore differing views should be made and seen as professional disagreements and not personal attacks. I believe we should be making the needs and interest of Hilton and its residents our first priority and I look forward to being able to do that as from now.

Cllr Campion asked the Clerk if she accepted the apology, the Clerk replied thank you Charles and made no further comment.

8. Minute Number 2779/18 - Planning & Highways Committee – Cllr Cooper, Cllr Smith and Cllr Johnson-Beale

a) Minutes of the meeting held on 22.08.2018 for information only

The Councillors confirmed that they had received the above information. There was nothing further to report.

b) Statement of Community Involvement Consultation Questionnaire for information only

The Councillors confirmed that they had received the above information. There was nothing further to report.

c) Approval of the Terms of Reference for the Planning & Highways Committee.

Resolved: Hilton Parish Council approved the Terms of Reference for the Planning & Highways Committee with the changes as per Cllr Cuddington.

Resolved: The Clerk to amend the Terms of Reference as agreed.

Resolved: Hilton Parish Council agreed for Cllr Cuddington to join the Planning & Highways Committee with immediate effect

Resolved: Hilton Parish Council agreed for Cllr Johnson-Beale to resign her place on the Planning & Highways Committee with immediate effect.

9. Minute Number 2780/18 - Other Planning Matters for Decision

- a) 9/2018/0888 - LAND TO THE SOUTH OF THE MEASE HILTON DERBY - APPROVAL OF RESERVED MATTERS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) OF OUTLINE PERMISSION REF. 9/2013/1044 FOR ERECTION OF 160 DWELLINGS AND CREATION OF ASSOCIATED ROADS AND INFRASTRUCTURE (RESIDENTIAL PHASE 3)

Cllr Cuddington suggested that the Parish Council could ask SDDC planning authority to take into consideration the Neighbourhood Plan regarding the design of the dwellings even though it has not been completed, the number of dwellings will not change. He had already asked Ian Hey at SDDC if this would be possible. Cllr Hudson replied that parking spaces and the width of the roads need to be the biggest topics along with design.

Resolved: The Chair and Cllr Cuddington were given delegated powers to meet with Ian Hey and the Planners at SDDC to express the Parish Councils views on this.

Resolved: Hilton Parish Council agreed to inform SDDC planning that there is not enough parking and the roads are not wide enough, there is so much strife

within the village because everything is on top of each other. This is the case throughout the village and needs to be considered with any new planning applications

10. Minute Number 2781/18 - Engagement Committee – Cllr Hudson, Cllr Darlington, Cllr Johnson-Beale and Cllr Campion

a) Minutes of the meeting held on 05.09.2018 for information only

There was nothing to report.

b) Approval of the Terms of Reference for the Engagement Committee

Resolved: Hilton Parish Council approved the Terms of Reference for the Engagement Committee with the following wording:

- ***Bullet point 1 – Community Engagement, Events and Consultations***
- ***Bullet Point 2 – Public Relations, Marketing and Communication***

c) Approval by the Council to produce/build our own new Parish Council website using Weebly

Resolved: Hilton Parish Council approved the cost to set up a Parish Council Weebly Website as soon as possible.

d) DCC – Snow Warden Scheme 2018 to be added to the Engagement Committee agenda for 03.10.2018

There was nothing further to report.

e) Q&A sheet 11.09.2018

Resolved: Hilton Parish Council approved the answer to the latest Q&A sheet with no amendments.

11. Minute Number 2782/18 - Neighbourhood Development Planning – Cllr Cuddington

a) Minutes of the meeting held on 13.08.2018 for information only

The Councillors confirmed that they had received the above information. There was nothing further to report.

b) Minutes of the meeting held on 10.09.2018 for Information only

The Councillors confirmed that they had received the above information. There was nothing further to report.

c) Results of the Questionnaire for Information only

Cllr Cuddington reported that some of the working groups were still analysing the data, they hoped to have the results soon.

d) Traffic Survey update – Cllr Cuddington

Cllr Cuddington reported that the NDP Steering Group were analysing the results of the Traffic Survey, there was just one question still to be answered by DCC. The results will be reported at the NDPG meeting in October 2018.

e) Approval for Cllr Cuddington to take forward any questions to DCC in relation to the Traffic Survey on behalf of the Parish Council

Resolved: Hilton Parish Council ratified Cllr Cuddington taking forward any questions to DCC relating to the Traffic Survey.

12. Minute number 2783/18 - Reports from Councillors that have attended any other Meetings.

a) The Mease Management Committee meeting held on 11.08.2018 for Information only

The Chair apologised on behalf of the Parish Council that no Councillor attended the AGM.

Resolved: The Clerk to email them and apologise for missing the meeting.

b) The next Area Forum to be held on 09.10.2018 at Sutton on the Hill Village Hall – Approval of who will attend on behalf of Hilton Parish Council.

Resolved: The Chair to attend the Area Forum on behalf of Hilton Parish Council. Other Councillors were welcome to join him if they wished.

Resolved: The Chair to raise if possible that the Parish Council are disappointed that we do not get a monthly report from the Police.

13. Minute Number 2784/18 - Clerk's Reports

a) Update on the Village Clock – Previously reported under minute number 2161/18, 2178/18, 2216/18, 2238/18, 2262/18 – Ratification to spend £1,845.65 plus VAT to remove the old base and relay a new base as per the manufacturer's specification

The Clerk reported that the clock was installed on 25.09.2018, DCC have been contacted to reconnect the electricity but this may take up to 28 days to complete.

Resolved: Hilton Parish Council ratified the cost for the removal of the old clock base and the laying of the new clock base, at a cost of £1,845.65 plus VAT

b) Update Derbyshire Lamp post poppies campaign and an agreement for the Council to support the collaboration between the Big Red Poppy Campaign and World Food Day – Previously reported under minute number 2178/18, 2216/18, 2238/18, 2262/18

Cllr Darlington gave her report as follows:

- We have managed to sell 1393 poppies which has raised over £4,393.16 for the Royal British Legion. This has been very successful, which may or may not have caused a national shortage in the big red poppies.
- On 20.10.2018 in conjunction with the School we are following on with the Big Red Poppy Campaign and doing a Big Red Poppy Food Appeal on the Back Lane Playing Field. Businesses and individuals are being asked to come along and fill a big red poppy with tins, packet food, toiletries and bedding. The School is on board with this and have kindly offered to donate the Harvest Festival food to the campaign. All food will then be donated to the Burton Soup Kitchen, Burton Hope and the Padley Centre and the Royal British Legion are in support of this as they all support ex service men and women. The Groundsman has agreed to take video of the event using a drone, the footage will then be made public. It was hoped that this event would be another great success for the village.

- c) Back Lane Pavilion – hand dryers and installation – Previously reported under minute number 2216/18, 2238/18, 2262/18

There is nothing to report.

- d) Hilton Youth Group – Request for storage previously reported under minute number 2238/18, 2262/18

Resolved: Hilton Parish Council agreed to option 1 on the Clerks report, to situate the container on the opposite grass verge to where the Scouts Container was, next to the bin and benches.

Resolved: Hilton Parish Council agreed that they should have one last look at costings for storing the Scouts equipment off site in storage to free up the garage.

- e) Approval of the Tree and Hedge Management Policy

Resolved: Hilton Parish Council approved the Tree and Hedge Management Policy. Cllr Cuddington was against the decision.

- f) Approval of the Hilton Parish Council Data Breach Policy

Resolved: Hilton Parish Council approved the Hilton Parish Council Data Breach Policy. Cllr Cuddington abstained from voting.

- g) Approval of the Hilton Parish Council Training Log

Resolved: Hilton Parish Council approved the Hilton Parish Council Training Log for Councillors and Staff.

- h) Approval of the Hilton Parish Council Data Map

Resolved: Hilton Parish Council approved the Councils Data Map.

- i) Approval of the Model Publication Scheme Policy to replace the version adopted May 2018

Resolved: Hilton Parish Council approved the Model Publication Scheme Policy to replace the adopted version currently on the website.

- j) Hilton Youth Group – request to fix basketball nets on the Astro Turf

Resolved: Hilton Parish Council did not agree to having basketball nets attached to the fencing as this may cause damage.

Resolved: Hilton Parish Council agreed to free standing basketball nets that could be stored behind the goal posts when not in use.

Resolved: Hilton Parish Council agreed that the basketball nets must be safe for use and a risk assessment will be required from the Youth Group.

- k) DCC – School Crossing Patrol Review of Services – following feedback they have decided not to proceed with this proposal, services will continue under present arrangements.

The Clerk reported that DCC had decided not to proceed with the proposal and services would continue as they are now.

- l) Approval to purchase a laptop or desk top computer with antivirus package and office system for the Admin Assistant

Resolved: Hilton Parish Council agreed to a desk top computer rather than a laptop.

Resolved: Cllr Campion to email the Clerk the contact details for Clever Computers.

Resolved: The Clerk to obtain further quotes to be agreed at the October 2018 meeting.

The Clerk agreed that Hilton Parish Council could have the use of her spare laptop for a further month, whilst this was being resolved. Once a desktop has been approved the information will be transferred over and the Clerks laptop will be wiped clean. The Clerk was asked if she would donate the laptop to Hilton Parish Council. The Clerk declined.

- m) Memorial Meadow approval to go forward with either transfer of land or a long-term lease agreement

The Clerk has emailed all Councillors with the information from Kevin Exley in relation to this matter prior to the meeting.

Resolved: Hilton Parish Council agreed to continue with either trying to obtain a Long-Term Lease agreement or a transfer of the Memorial Meadow to Hilton Parish Council.

Resolved: Hilton Parish Council gave Cllr Darlington and the Clerk delegated powers to write back to Kevin Exley at SDDC, on behalf of Hilton Parish Council, to answer the questions listed in the email.

- n) Approval to commission SDDC to complete a full tree report on the following sites:
 - i. Hilton Village Hall Site
 - ii. Back Lane Playing Field including the woodland area at the bottom
 - iii. The Village Green (formerly known as Main Street Play Area)
 - iv. Roma's Garden on Egginton Road

Resolved: The Clerk to obtain a price from SDDC to complete a tree report. The Clerk to bring the cost back to the October Parish Council Meeting for approval.

- o) DALC Award Council of the Year and Cllr Darlington Cllr of the Year

The Clerk reported that she had put Hilton Parish Council up for Council of the year and Cllr Darlington for Councillor of the year for the Poppy Campaign.

Resolved: Hilton Parish Council to consider putting Cllr Cuddington up for Councillor of the year next year for his work on the NDPG.

Cllr Cuddington replied that he did not want to be nominated for the award as it was a group effort.

- p) NALC Award not made finalist list

The Clerk reported that Hilton Parish Council had not made the finalist list this year.

- q) Approval for the felling of a Dangerous Tree on Back Lane/ Meadow Lane Hedge at a cost of £600.00

Resolved: Hilton Parish Council agreed for the tree to be felled at a cost of £600.00. Hilton Parish Council would then look at planting a further 2 trees to replace this in a different area.

14. Minute Number 2785/18 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information with the addition of item e):

a) DALC Circular 10/2018

- DALC ANNUAL EXECUTIVE MEETING & AGM – 2018 - The Annual Executive Committee Meeting and AGM will be held on Tuesday 9 October 2018 from 10am – 12.30pm in The Dave Mackay Lounge, Derby County Football Club, Pride Park, Derby DE24 8XL.

b) DALC Circular 11/2018

- DALC Executive Meeting and Annual General Meeting – 9th October 2018
- DALC Executive Vacancies
- Nominations are open for places on NALC's Larger Councils Committee
- Civil Society Strategy announced
- Local Councils in favour of single, mandatory code of conduct
- Continued precept capping deferral recommended
- The Princes Countryside Fund
- Councils are being given the power to increase taxation on homes
- New fund launched to increase community-led affordable housing
- New East Midlands Women's Awards
- Toilet tax makes national news
- Funding and Grants bulletin
- Training: Certificate in Local Council Administration
Budgeting and financial management for Clerks
Finance and budgeting for Councillors

c) DALC Circular 12/2018

- Proposed update to DALC Constitution
- Wingerworth Parish Council awarded the Local Council Award Scheme (LCAS) Foundation Certificate
- Derbyshire Police - Councils' Evening
- Message from the Surveillance Camera Commissioner
- Parish Precepts 2018/19 feedback
- Interview Skills – Getting the right staff – 7 November 2018
- DALC Executive Meeting and Annual General Meeting – 9 October 2018 – Pride Park
- Planning/Neighbourhood Planning Training – 6 November 2018
- Community Engagement Training – Clerks
- Community Engagement Training – Councillors
- Training & Events Diary

- d) DALC AGM – Proposed changes to the DALC Constitution to be agreed at their AGM

- e) DALC AGM – 72nd Annual General Meeting Derby County Football Park, 11.15am on Tuesday 09.10.2018

15. Minute Number 2786/18 - Finance

The Clerk reported in relation to cheque number 003347, that June 2018 was the last time paper was purchased and December 2017 was the last time ink had been purchased.

Resolved: Hilton Parish Council approved the following payments including the additions of cheque numbers 003345 & 003347 inclusive:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
AUGUST 2018				
003319	Hilton Village Hall	Room Hire – Forum, PC Meeting and NDPG	103.36	
003320	Starboard Systems Ltd	Scribe 2000 Subscription	584.40	
003321	Royal Mail	P O Box number	330.00	
003322	John Port Spencer Academy	Printing - NDPG	47.98	
003323	Cancelled			
003324	Gordon Brown Law Firm LLP	Legal Fees	300.00	
003325	Aucuba Landscapes	Village Hall Site Contract	479.99	
003326	Heritage Wood	Plaque & Engraving	50.00	
003327	Sterilizing Services	Water Testing Back Lane Pavilion and Office	68.39	
003328	R Massey & Son	Galvanised Plate, shackles, bolts and nuts	16.54	
003329	Handy2Know	Mease Kitchen Refurbishment	1,000.00	
003331	Aucuba Landscapes	Romas Garden, The Village Green, Spike 2 pitches, line mark 2 pitches	673.92	

SEPTEMBER 2018				
003332	Cancelled			
003333	Flint Bishop Solicitors	Legal Fees – Police Lease	1,440.00	
003334	Sterilizing Services	Water Testing Back Lane Pavilion and Office	96.59	
003335	Cromwell	Signage for the Garage and Van, sharpes containers, latex gloves	60.49	
003336	Hilton Village Hall	Room Hire	123.76	
003337	Hilton Village Hall	Room Hire	23.86	
003338	PKF Littlejohn LLP	External Audit 2017/2018	720.00	
003339	Fairview Arborist	Remove broken branch from tree nature area	150.00	
003340	R Darlington	Labels, Printer ink, posters, acrylic spray,	122.82	
003341	Aucuba Landscapes	Village Hall Contract	479.99	
003342	Cromwell	Cleaning equipment	24.90	
003343	Hilton PTFA	Autumn Plants	34.00	
003345	SDDC	Sportsmobile	1,224.00	
003346	Fairview Arborists	Removal of broken branch and chipping in the nature area	250.00	
003347	Viking	Ink toners, staples, paper	486.35	
BACS	Handy2Know	The Mease Pavilion kitchen refurbishment	3,550.00	
BACS	Build it Solutions	Clock Base work	2,214.78	

Resolved: Hilton Parish Council approved the following payments for Salaries etc.

b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003330 & 003344 for the Inland Revenue

Description	Amount
<u>August 2018</u>	
Salaries, Tax NICs, Redundancy, Expenses etc	£7,698.77
NEST Staff Pension	£560.62
<u>September 2018</u>	
Salaries, Tax NICs, Redundancy, Expenses etc	£7,847.81
NEST Staff Pension	£560.62

c) Completion of the limited assurance review for the year ending 31.03.2018

i. External Auditors Report – Agency Staff Costs to be coded to Other Payments and not Staff Costs – DALC are taking this up with PKJ Littlejohn LLP

The Clerk reported that she had emailed DALC to take this matter forward with the external auditor, as the implication for all Councils could mean that the accounts going forward could be ambiguous and not open and transparent.

Resolved: Hilton Parish Council agreed that a decision could not be taken until an answer from the External Auditor had been given.

16. Minute Number 2787/18 - Items for Information

Resolved: Hilton Parish Council noted the following information including additional items from p) to v):

- a) The Society of Ploughmen Limited – The British National Ploughing Championships & Country Festival Austrey 13-14 October 2018
- b) SDDC – Thinking of Starting a Business - poster
- c) SDDC – Become a Market Trader - poster
- d) SDDC – Hello Heritage - poster
- e) SDDC – How Will Universal Credit Affect You – poster
- f) DCC – Derbyshire Care Services, new directory published
- g) Willington Car Park Advisory Group – On-line petition information re the Willington Car Park proposed charges
- h) Willington Parish Council – Petition Willington Car Park
- i) DCC – Community Safety Grants
- j) Clerk & Council Direct Magazine – September 2018
- k) SDDC – Play Facilities Audit completed and returned to SDDC
- l) Flint Bishop Solicitors – Confirmation that the Police Lease has now been completed
- m) Email thanks from the Royal British Legion to the Community of Hilton and especially Cllr Darlington for the support and enthusiasm for the poppy appeal
- n) SDDC - Active South Derbyshire Awards open for nomination
- o) DCC – Free local support on offer to help you quit for good

- p) Blackfryers Consultants – Chartered town planner information – Passed over to NDPG
- q) DCC – License required for Silent Soldier Silhouettes on public highway
- r) Heather Wheeler MP – Confirmation letter that DCC will retain the School Crossing Patrol Service
- s) The National Forest & SDDC - Free Tree Give Away 2018
- t) Royal Mail Awareness of Scam Mail poster
- u) Letter from Resident re overhanging tree on Back Lane
- v) Press Release SDDC – Residents being warned to utilize the Recycling Centre on Main Street properly or face the possibility of losing it

Cllr Darlington reported that all commemoration discs had been removed from under the poppies due to either being vandalized, stolen or broken which is a shame. They will be put back up for 11.11.2018.

17. Minute Number 2788/18 - To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

Resolved: In view of the confidential nature of the business to be transacted, it was advisable in the public interest, that the press and public be temporarily excluded and were instructed to withdraw from the meeting.

18. Minute Number 2789/18 - Update on correspondence received, hand delivered to the Chair and advice taken - Previously reported under minute number 2225/18, 2244/18, 2268/18

The Clerk had emailed five agreed dates for a formal meeting to the correspondent on 21.09.2018, as of today's meeting the Clerk had not yet received a response.

19. Minute Number 2790/18 - Grounds Maintenance and Hedge Cutting Contract – Approval of Documents for Tender

Resolved: Hilton Parish Council approved the Tender Document pack to be sent out.

Resolved: It was agreed to send the Tender Pack to 4 or 5 companies including the current contractor.

20. Information received regarding a further complaint

- Information received by DALC and request to the Monitoring Officer
Resolved: Hilton Parish Council agreed that a further bespoke training session should be organised for Hilton Parish Councillors.
Resolved: The Clerk to contact the Monitoring Officer at SDDC to establish how the problems can be resolved.

Cllr Champion resigned at the meeting and informed the Chair that her resignation would be emailed the next day.

21. Minute Number 2791/18 - Date of the next meeting

Resolved: Hilton Parish Council agreed that the Parish Council Meeting for October should be brought forward by a week, to Wednesday 24.10.2018 if possible due to 31.10.2018 being Halloween a great community event. The Clerk to see if a room can be booked for 24.10.2018 at Hilton Village Hall commencing at 7pm. If not the meeting to remain as 31.10.2018 at Hilton Village Hall commencing at 7pm.

Signed..... Date.....